

## The City of West Allis Neighborhood Small Grant Programs

April 10, 2014

- I. **Purpose:** The City of West Allis, through the Community Development Division, will provide resources to neighborhood associations in the form of two grant programs.
  - a. **Organizational Grant.** A program that will help fund the organization of neighborhood associations.
  - b. **FOCUS Grant.** A program to fund community building activities within neighborhoods that will create and/or operate special programs or activities that make West Allis unique, better, and beautiful.
  
- II. **Goal:** To provide neighborhood associations an opportunity to organize and build a healthy community, and to attract new and diverse members, promote citizen engagement, improve marketability of residential areas and sustain citizen involvement.
  
- III. **Performance Benchmark:** 5 total grants each year (until funding is gone)
  
- IV. **Budget:** \$30,000
  - a. \$5,000 will be reserved for Organizational Grants
  - b. \$25,000 will be reserved for FOCUS Grants
  
- V. **Allocation.**
  - a. Funds will be disbursed on a first-come, first-served basis, until funding is gone.
  - b. A focus grant can be allocated outside of the program parameters to City commissions for the purpose of historical preservation efforts or neighborhood enhancements within areas that have demonstrated steps to form a neighborhood association or a neighborhood where an association existed in the past.
  
- VI. **Application Process.**
  - a. A completed application must be submitted to Community Development Division of the Department of Development.
  - b. Applications will be made available online and at City Hall.
  - c. Applications can be submitted until funding is gone.
  - d. Early stage neighborhood associations may receive Organizational Grants.
  - e. Existing neighborhood associations may receive one FOCUS Grant per year.
  - f. After consultation with the alderpersons representing the applicant's proposed or existing area, and based on the application and minimum requirements, the Community Development Division will provide a recommendation of funding to the Mayor. The Mayor's office will provide approval before submittal to Common Council for final approval.

- g. An email or letter, from the Community Development Division on behalf of the Mayor, will communicate funding approval.
- h. A grant contract will be established between the City of West Allis and the applicant for the relative funding.

VII. **Organizational Grants - Projects & Eligibility.**

- a. These grants are for the development of formal neighborhood associations.
- b. Grants may be awarded up to \$500.
  - i. Organizational Grants do not require a match.
- c. Example projects include communication materials, organizational expenses, etc.
- d. Proposed neighborhood associations must:
  - i. Be represented by a core group of interested people;
  - ii. Have an agreed upon name;
  - iii. Have a Mission and/or Statement of Purpose; and,
  - iv. Have a defined geographical boundary.
- e. The City and program staff reserves the right to restrict the allocation and/or expenditure of these program funds at any time.

VIII. **FOCUS Grants - Projects & Eligibility.**

- a. These grants will support existing neighborhood associations in their missions.
- b. Grants may be awarded up to \$1,500.
  - i. FOCUS Grants require 25% match.
  - ii. Projects must demonstrate and outline the activities and parties to be involved.
- c. Example projects include enhancing the physical environment, changing the neighborhood appearance, organizing one-time events such as a special celebrations, training sessions or education campaigns, etc.
  - i. Monies may be spent on any of the following activities:
    - 1. Hosting fundraising events that strengthen the existing neighborhood association;
    - 2. Hosting social or food events to promote sense of community in neighborhood;
    - 3. Implementing capital improvements to benefit neighborhood, such as signs or lighting;
    - 4. Offering education and/or information programs to development leadership skills in existing neighborhood organization.; and/or,
    - 5. Organizing a special neighborhood event, such as a clean-up initiative or beautification program.
  - ii. The grant CANNOT be spent on activities that promote the use of alcohol or tobacco, or any illegal activity.
- d. Existing neighborhood associations must:
  - i. Be already recognized by the Common Council;
  - ii. Have an open membership;
  - iii. Not discriminate in the admission of members;

- iv. Actively seek membership or involvement of neighborhood residents or business operators;
  - v. Publish and distribute a newsletter;
  - vi. Have had a quorum, as designated by the association by-laws, at the association's annual general membership meeting; and,
  - vii. Develop projects that build community.
- e. The City and program staff reserves the right to restrict the allocation and/or expenditure of these program funds at any time.

**IX. Disbursement of Funds and Documentation.**

- a. All items or efforts by groups applying for organizational or focus grants will be required to follow proper procurement steps. All items that will be reimbursed must have at least three (3) bids for purchases. Consultation about bidding & procurement is available through the Community Development Division.
- b. Proof of match funding for FOCUS Grants must be submitted at the time of application.
- c. Invoices and/or Purchase Orders must be submitted to the Community Development Division for reimbursement, in line with the approved project budget and grant award.
  - i. You may be required to report your project and how funds were spent and goals were achieved before the Common Council of the City of West Allis.